

<b>NACWC</b>	TECHNICAL MANUAL	ISSUE 2	REV 01	<b>Page 1 of 6</b>
	<b>STANDARD OPERATING PROCEDURE FOR NOMINATION OF OPCW TRAINING</b>			
DOC#:TM:Gen 06	<b>REVIEWED BY</b>	DIRECTOR	<b>APPROVED BY</b>	<b>JOINT SECRETARY</b>
				28 MAR,2012

**NATIONAL AUTHORITY  
CHEMICAL WEAPONS CONVENTION  
CABINET SECRETARIAT**

**1. PURPOSE**

The purpose of this Standard Operating Procedure (SOP) is to identify and nominate suitable participants to participate in the OPWC sponsored training programme for State Parties to the Convention.

**2. SCOPE**

This Sop applies to the training programmes sponsored by OPWC and other State Parties to CWC and to administrative processes concerning selection of suitable participants, so as to ensure that trained participants may be useful and helpful to the purpose of more effective functioning of NACWC and implementation of the Convention.

**3. RESPONSIBILITY**

It is the responsibility of the Director to circulate the training programme to the concerned Ministries/ Departments etc... so as to get suitable candidates for the nomination to the training programmes. Following will the responsibilities of various officers in the training programmes.

<b>S. No.</b>	<b>Responsibility</b>	<b>Officer</b>
1.	Issue of Circular	Director
2.	Receive Nomination	SO
3.	Analyze & Process nominations	SO & Director

<b>NACWC</b>	TECHNICAL MANUAL	ISSUE 2	REV 01	<b>Page 2 of 6</b>	
	<b>STANDARD OPERATING PROCEDURE FOR NOMINATION OF OPCW TRAINING</b>				
DOC#:TM:Gen 06	<b>REVIEWED BY</b>	DIRECTOR	<b>APPROVED BY</b>	<b>JOINT SECRETARY</b>	28 MAR,2012

4.	Approval of the Participants	Chairman and Joint Secretary
5.	Forwarding nominations to OPCW	Director

#### **4. DETAILED PROCEDURE**

##### **4.1 GUIDING PRINCIPLES FOR DEALING WITH TRAINING PROGRAMME NOMINATIONS:**

- Every effort will be made to utilize the sponsorship positions available to India, from OPCW.
- The person being nominated should be working in an area relevant to implementation of the chemical convention in India.
- The individual proposed to be sponsored should be able to put to use capacities gained in the next year or so.
- The National Authority CWC being the apex regulatory and coordinating authority for implementation of CWC in India, applications from personnel of NACWC working in an area relevant to the proposed training would be given precedence over applications from outside ministries/ departments/ organizations.
- In the event that there are no suitable applications from relevant personnel both in the NACWC and from outside agencies, other qualified NACWC personnel may be sponsored for the training programmes, with a view to accomplish general capacity building in the NACWC.
- In the event that there is more than one application for a given training programme, the following criteria would be used to evaluate the nominations forms using the format TRG 16:00:00 28.03.12 for Evaluation of Nominations sponsorship of applicants:
  - (a) The person proposed to be nominated should have a balance period of service of at least one year, in an area of work that is relevant to implementation of the CWC.

<b>NACWC</b>	TECHNICAL MANUAL	ISSUE 2	REV 01	<b>Page 3 of 6</b>
<b>STANDARD OPERATING PROCEDURE FOR NOMINATION OF OPCW TRAINING</b>				
DOC#:TM:Gen 06	<b>REVIEWED BY</b>	DIRECTOR	<b>APPROVED BY</b>	<b>JOINT SECRETARY</b>
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- (b) Applications from persons occupying higher level positions (higher pay scales) would get higher priority.
- (c) If two applications are in the same pay scale, the more senior individual would get priority.
- (d) The individual who had attended the least number of OPCW sponsored programmes would get precedence.
- (e) The individual who after selection for an OPCW sponsored training programme would be debarred from further consideration for a period of 2 years.
- (f) In general, government applicants/nominees will get precedence over applications from non-government agencies.
- (g) Application from an individual who had earlier attended the same course would not be considered for nomination subsequently.

#### **4.2 TIME SCHEDULE & MEANS OF COMMUNICATION ABOUT OPCW SPONSORED TRAINING PROGRAMME:**

- (a) By the 15<sup>th</sup> of January every year, the NACWC will display on its website a list of training programmes for that calendar year. In the absence of approved list of training programmes from OPCW, an indicative list of programmes based on the previous year's list would be displayed on NACWC's website till the new list of training programmes will become available.
- (b) Regular updation from the OPCW's website preferably on a weekly basis as per format no. TRG 11:00:00 28.03.12, shall be carried out.
- (c) The officer dealing with training programmes would send out an e-mail within two days of receipt of OPCW training intimation to the concerned officers dealing with training in the concerned ministry/ department/ organization. The NACWC officer dealing with training will keep up to date list of officers dealing with

<b>NACWC</b>	TECHNICAL MANUAL	ISSUE 2	REV 01	<b>Page 4 of 6</b>	
<b>STANDARD OPERATING PROCEDURE FOR NOMINATION OF OPCW TRAINING</b>					
DOC#:TM:Gen 06	<b>REVIEWED BY</b>	DIRECTOR	<b>APPROVED BY</b>	<b>JOINT SECRETARY</b>	28 MAR,2012

trainings in various related ministries/ departments/ organizations. Concerned ministries/ departments/ organizations would be requested to update this list of officers dealing with training programmes in January and July and the ministries/ departments/ organizations would solely be responsible for not updating this information.

- (d) Content of the afore mentioned e-mail intimating concerned ministries/ departments/ organizations would be also be sent to the concerned officer in the concerned in the ministry/ department/ organization through a letter with acknowledgement due and within a period of three days of receipt of intimation about the training programme from OPCW. The intimation would include a ‘Synopsis of the Training’ as per format no. TRG 13:00:00 28.03.12 and ‘Guideline for filing up the OPCW sponsorship application form’ as per format no. TRG 15:00:00 28.03.12.
- (e) In the event of coming up of new which is not in the list of training programmes on a NACWC website, the same will be highlighted separately on NACWC website within three days of receipt of intimation of the training from the OPCW.
- (f) The last date for receipt of applications would be preferably or as decided, ten days before the closing date for receipt of nominee’s application at OPCW. Incomplete applications would be rejected summarily.

#### **4.3 INFORMATION REQUIRED FROM NOMINATING MINISTRY/ DEPARTMENT/ ORGANIZATION:**

In the addition to the entries given in OPCW’s sponsorship application, the additional information from the nomination Organization shall be collected through ‘Nomination Organization’s Declaration’ as per format TRG 14:00:00 28.03.12. The additional information is being sought to enable a decision being taken in the event of receipt of more than I nominations for the trainings sponsored by OPCW.

<b>NACWC</b>	TECHNICAL MANUAL	ISSUE 2	REV 01	<b>Page 5 of 6</b>
	<b>STANDARD OPERATING PROCEDURE FOR NOMINATION OF OPCW TRAINING</b>			
DOC#:TM:Gen 06	<b>REVIEWED BY</b>	DIRECTOR	<b>APPROVED BY</b>	<b>JOINT SECRETARY</b>
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#### **4.4 TIME SCHEDULE FOR PROCESSING OF APPLICATIONS:**

The officers dealing with the training programmes in NACWC would scrutinize and submit the details of all received applications within two days from the last date of a receipt of completed application at NACWC. The scrutiny of applications would be with respect to fulfillment of qualifications laid down by OPCWC, the tentative priority of list of sponsorship as per format TRG 16:00:00 28.03.12 Form for evaluation of Nominations based on the above criteria.

The time line shall be monitored through the ‘Time Sheet’ as per format no. TRG 12:00:00 28.03.12

The advisor/ director/ joint director will clear all training proposals within a day of receipt. Joint Secretary and Chairman would take a day each to give their findings/ approval to the proposals for sponsorships. Sponsorship forms should be sent to OPCW (through EoI – Hague), within a day of receipt of the decision on sponsorship. In the normal courses, sponsorship forms for courses/ events covered under this SOP will be sent to OPCW (through EoI) a week ahead of the deadline for submission of sponsorship forms.

In the event that the final training proposals are not cleared by 5:00pm on the last date of applications, and in view of the time bound nature of sponsorship proposals, the officer dealing with training programmes will send out the nomination form by e-mail to the OPCW (through the EoI – Hague), based on the findings of the highest authority that has applied its mind to the matter of nominating applications for training programmes sponsored by OPCW.

#### **4.5 POST SPONSORSHIP PROCESSES:**

Successful applicant(s) whose name(s) has been proposed for the courses under the SOP will be intimated about the sponsorship within two days of sponsorship forms being sent to OPCW.

<b>NACWC</b>	TECHNICAL MANUAL	ISSUE 2	REV 01	<b>Page 6 of 6</b>	
<b>STANDARD OPERATING PROCEDURE FOR NOMINATION OF OPCW TRAINING</b>					
DOC#:TM:Gen 06	<b>REVIEWED BY</b>	DIRECTOR	<b>APPROVED BY</b>	<b>JOINT SECRETARY</b>	28 MAR,2012

On the receipt of OPCW intimation regarding sponsorship, the applicant(s) and their organization(s) will be intimated of the same within two days of receipt of intimation from OPCW.

Relevant Formats:

TRG 11:00:00 28.03.12	Training Updation Schedule
TRG 12:00:00 28.03.12	Time Sheet
TRG 13:00:00 28.03.12	Synopsis of Training
TRG 14:00:00 28.03.12	Nomination Organization's Declaration
TRG 15:00:00 28.03.12	Guideline for filing up the OPCW sponsorship Application form
TRG 16:00:00 28.03.12	Form for evaluation of Nominations